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## Other Rules that may apply to your workplace

- The WISHA Safety and Health Core Rules, Chapter 296-800 WAC, contain the basic requirements that apply to most employers in Washington. They also contain:
  - An Introduction that lists important information you should know, including a section on building, fire and electrical codes.
  - A Resource section that includes a complete list of all WISHA rules and a directory of the Labor and Industries (L&I) offices.
- Other WISHA rules may apply to you, depending on the activities and operations of your workplace. Contact your local L&I office if you're uncertain about which WISHA requirements apply to you.
- To go online to access all the Safety and Health Rules: <http://www.lni.wa.gov/wisha>
- If you would like to receive e-mail notification of rule updates, please register for the Standards Listserv on the WISHA web site at <http://www.lni.wa.gov/home/listservs.htm>
- For a CD or paper copy contact us by:

Mail: Department of Labor and Industries  
P.O. Box 44620  
Olympia, WA 98504-4620

Telephone: 1-800-4BE-SAFE (1-800-423-7233)

<http://www.lni.wa.gov/>



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# Late Night Retail Workers Crime Prevention

WAC 296-832-100

## Scope

This rule applies to all retail businesses operating between the hours of 11:00 p.m. and 6:00 a.m.



### Exemption:

This chapter doesn't apply to restaurants, hotels, taverns, and lodging facilities.

Scope



# Notes

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# Training Summary

WAC 296-832-200

## YOUR RESPONSIBILITY:

To make sure all employees receive crime prevention training as part of your accident prevention program.

### You must

Provide crime prevention training to your employees  
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Provide crime prevention retraining to your employees annually  
WAC 296-832-20010 ..... Page 200-4

Training



# Training

WAC 296-832-200

## Rule

### WAC 296-832-20005

#### Provide crime prevention training to your employees



**Note:**

These training requirements apply only to employees working any time during the hours of 11:00 p.m. to 6:00 a.m. This training must be conducted prior to the employee working this time period.

#### You must

- Provide crime prevention training as part of your accident prevention program.
  - Make sure you have instructed your employees on the purpose and function of robbery and violence prevention to provide them with the knowledge and skills required to maintain their personal safety.
- Provide training and training materials that outline your company's:
  - Security policies
  - Safety and security procedures
  - Personal safety and crime prevention techniques.

—Continued—



# Training Rule

WAC 296-832-200

## WAC 296-832-20005 (Continued)

### You must

- Provide formal instruction about crime prevention through a training seminar or training video presentation that includes these topics:
  - How keeping the store clean, neat, and uncluttered discourages potential robbers
  - Why the cash register should be kept in plain view from outside the store, if your store layout allows
  - Reasons for operating your business with only a minimum number of cash registers at night
  - Reasons for keeping cash register funds to a minimum
  - How to take extra precautions after dark such as ways to keep alert, making sure appropriate lights are on, inspecting dark corners, and identifying possible hiding places for robbers
  - Violence prevention procedures in case of a robbery.



#### Note:

A short, informational video on this topic, "Is it Worth Your Life?", has been produced by the Department of Labor and Industries and is available to you. For information on how you can get a copy, please call the L&I Video Library at 1-800-574-9881, or visit the website at [www.lni.wa.gov/WISHA](http://www.lni.wa.gov/WISHA).

—Continued—

Training



# Training

WAC 296-832-200

## Rule

WAC 296-832-20005 (Continued)

You must

- Have employees sign a statement indicating the date, time, and place they received their crime prevention training.
- Keep a record of this information readily available for review when requested by the department of labor and industries.



Note:

Employers may keep electronic records of employee training and verification.

You must

- Have a videotape or other materials about crime prevention available to all employees at their request.

WAC 296-832-20010

Provide crime prevention retraining to your employees annually

You must

- Provide a refresher course in crime prevention training annually.



# Store Safety

WAC 296-832-300

## Summary

### YOUR RESPONSIBILITY

To take certain safety measures to discourage crime in your store

#### You must

Have a safe in your store

WAC 296-832-30005 ..... Page 300-2

Post a notice about your store's safe and cash register

WAC 296-832-30010 ..... Page 300-2

Provide outside lighting

WAC 296-832-30015 ..... Page 300-3

Store Safety



# Store Safety

WAC 296-832-300

## Rule

### WAC 296-832-30005

#### Have a safe in your store

You must

- Have a drop-safe, limited access safe, or comparable device in your store.

### WAC 296-832-30010

#### Post a notice about your store's safe and cash register

You must

- Post a notice in an obvious place on a window or door stating:
  - There is a safe in the store
  - Employees have no access to the safe
  - The cash register contains only enough cash to do business.



#### Note:

- You won't be cited by WISHA for having money in the cash register over the minimal amount needed to do business.
- All displays and other materials posted in the window(s) or door(s) should be arranged to provide an unobstructed view of the cash register if it is visible from the street.



# Store Safety

WAC 296-832-300

## Rule

### WAC 296-832-30015

#### Provide outside lighting

You must

- Light the store's approach area and parking lot during all night hours your business is open.



Note:

You can do this by:

- Providing surveillance lighting to observe pedestrian and vehicle entrances
- Providing lighting of a minimum of one foot candle to comply with ANSI/IES RP7-1983. Lighting levels can be measured with a light meter; for comparison purposes one foot candle = one lumen incident per square foot = 10.76 lux.

Store Safety



# Notes

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# Statutory Authority

WAC

296-832-100                      Scope.

[Statutory Authority: 49.17.010, .040, .050 and .060. (02-16-087) (Order 02-01), § 296-832-100, filed 08/07/02, effective 10/01/02.]

296-832-200                      Training.

[Statutory Authority: 49.17.010, .040, .050 and .060. (02-16-087) (Order 02-01), § 296-832-200, filed 08/07/02, effective 10/01/02.]

296-832-20005                      Provide crime prevention training to your employees.

[Statutory Authority: 49.17.010, .040, .050 and .060. (02-16-087) (Order 02-01), § 296-832-20005, filed 08/07/02, effective 10/01/02.]

296-832-20010                      Provide crime prevention retraining to your employees annually.

[Statutory Authority: 49.17.010, .040, .050 and .060. (02-16-087) (Order 02-01), § 296-832-20010, filed 08/07/02, effective 10/01/02.]

296-832-300                      Store safety.

[Statutory Authority: 49.17.010, .040, .050 and .060. (02-16-087) (Order 02-01), § 296-832-300, filed 08/07/02, effective 10/01/02.]

296-832-30005                      Have a safe in your store.

[Statutory Authority: 49.17.010, .040, .050 and .060. (02-16-087) (Order 02-01), § 296-832-30005, filed 08/07/02, effective 10/01/02.]

# Statutory Authority

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296-832-30010 Post a notice about your store's safe and cash register.

[Statutory Authority: 49.17.010, .040, .050 and .060. (02-16-087) (Order 02-01), § 296-832-100, filed 08/07/02, effective 10/01/02.]

296-832-30015 Provide outside lighting.

[Statutory Authority: 49.17.010, .040, .050 and .060. (02-16-087) (Order 02-01), § 296-832-30015, filed 08/07/02, effective 10/01/02.]